



STATE
OF
GEORGIA

2 Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 1 November 1972	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. IT-2-I		Date Received DEC 8 1972	Application No. 429 Date Completed DEC 12 1972
3. AGENCY, Division, Subdivision & Administering Office Address Ga. Dept. of Industry and Trade International Division 6th Floor, Trinity-Washington Building Atlanta, Georgia 30334		4. Person to Contact Mrs. Virginia M. Kimball	5. Working Title Intl. Trade Rep.
		6. Tel. No. 656-3569	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
July 1, 1968-To Date

9. Exact Series Title
Foreign Countries Projects Files

10. What is the function of the office in which this record series is created?

The International Division of the Ga. Dept. of Industry and Trade strives to attract foreign capital to Georgia, particularly in the areas of establishing Georgia based headquarters and manufacturing facilities for foreign corporations; expanding present markets and establishing new foreign markets for Georgia-made products and increasing the flow of goods and materials through Georgia sea and airports.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to firms, organizations and agencies in foreign countries involved in or interested in operations and activities in Georgia and/or overseas.

Included are inquiries and replies relating to Foreign Trade, contact reports, and newspaper and magazine articles relating to Foreign Trade Matters.

The files are arranged alphabetically by subject head, and thereunder chronologically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	3	3		1	1		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				7			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				12	12	SELDOM	

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series?

[x] []

14. Is there a duplication of this series in another office or agency?

[] [x]

15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication.

[] [x]

16. Does the series contain classified information requiring security handling?

[] [x]

17. Does the series initiate, amend or terminate agency policies and procedures?

[] [x]

18. Could the function be performed if the files were lost or destroyed?

[x] []

19. Is the series (or major portion of it) regularly microfilmed? If yes, why?

[] [x]

20. Does the record series provide data as input to an EDP file?

[] [x]

21. Does the record series contain documentation produced as EDP printout?

[] [x]

22. Has the Federal Government issued instructions governing the retention/disposition of these files?

[] [x]

23. Will there be a need for these records 10, 15 years from now? If yes, what?

[] [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Reference prior to two years hence is periodic but nevertheless, occurs, and the records must be kept for these purposes.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - ☒ FISCAL YEAR - [] OTHER _____, then:

[x] Hold in the current files area _____ month(s)/ 2 year(s):

[x] Transfer to [x] State Records Center [] Local Holding Area; hold 3 year(s):

[x] Destroy.

[x] Transfer to State Archives for permanent retention. Change made by request of State Archives.

[] Destroy immediately after cut-off.

[] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>James M. White</i>		Date <i>11/17/72</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved		<i>James M. White</i>	<i>11/17/72</i>
	State Auditor/Designee [x] Approved [] Disapproved		<i>William M. Reja</i>	<i>12-11-72</i>
	Secretary of State/Designee [x] Approved [] Disapproved		<i>Carroll Hest</i>	<i>12-8-72</i>
	Attorney General/Designee [x] Approved [] Disapproved		<i>W. M. Stull</i>	<i>12-12-72</i>
STATE RECORDS COMMITTEE				